ELECTRONIC SAFES FOR HOTEL

Maxi 4870 and Midi 4840

INSTALLATION AND USER MANUAL

Introduction

Thank you for having chosen this product.

This manual has been expressly devised to help you in installing and using your new electronic safe.

We suggest you to read it carefully and to keep it in secure for any further need.

GENERAL TERMS AND CONDITIONS

TECHNICAL FEATURES

Viro® S.p.A. reserves the right at any time to change the technical features of its products without prior notification. The individual weights and dimensions of our products are approximate.

RISKS DURING TRANSPORT

Transport of the products is always at the risk of the customer.

CLAIMS

Any claims regarding the products must be made within 8 days from receipt of the goods. Unauthorised returns will not be accepted.

GUARANTEE

Viro® guarantees the perfect working of its products. This guarantee covers the free replacement of defective items only and is not valid for any refund or expenses of whatever nature. Timely payement of invoices must be made notwithstanding any claim, will not in any case exempt buyer from paying the invoice at the due date. Guarantee will not be valid any more if the original spare-parts, components or accessories have not been used (i.e.: keys).

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1 TECHNICAL FEATURES

Dimensions

	Midi 4840	Maxi 4870
External dimensions (H x W x D) mm:	170 x 390 x 285	200 x 410 x 400
Internal dimensions (h x w x d) mm:	163 x 386 x 235	193 x 406 x 350
Door opening (h1 x l1) mm:	120 x 316	150 x 333
Internal volume (lt):	14.8	27.4
Unit weight (kg):	11	15

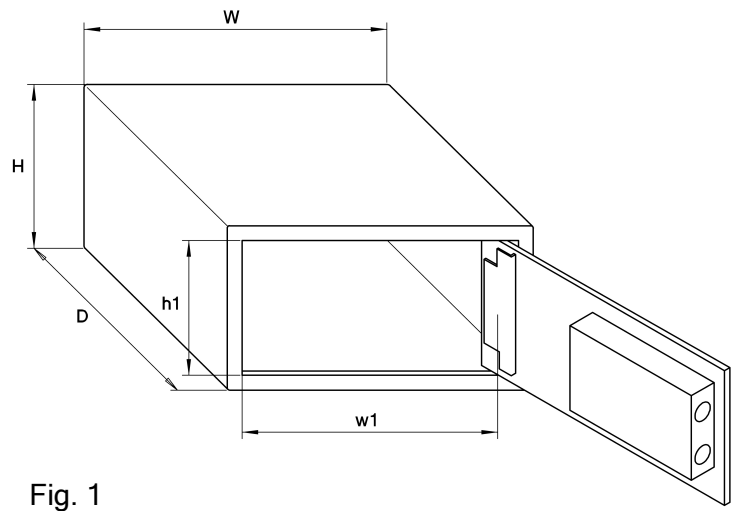

Fig. 1

Materials and thicknesses

- Steel body, thickness mm 2.
- Steel made frame and door, thickness mm 6.
- Nickel plated steel deadbolts, diameter mm 15.
- Hinge pins, diameter mm 8.
- All steel door back cover and internal mechanism.
- No internal plastic parts.

Mechanics

- Motorized lock with two cylindrical horizontal fix deadbolts.
- Controlled opening.
- Emergency mechanical opening with special profile disc safety cylinder allowing to open the safe in any case of anomalous block.
- Easy accessible battery holder.
- Replaceable door and door back cover.

Electronics

- 12 Key keypad with Braille reference and sound confirmation (the non-sighted are able to recognize the exact layout of the keys) and with 4 colored LEDs: 2 green (***OK*** and ***NEW CODE***) and 2 red (***ERROR*** and ***BATTERY***).
- Guest Code of 3 up to 8 digits (up to 100 millions of possible combinations).
- 3 Master Codes of 3 up to 8 digits.
- Needs Guest Code for closing.
- Resident codes in NON-VOLATILE memory: codes remain in memory even if batteries are failed.
- Electronic anti-theft block of 15 minutes after 6 consecutive wrong attempts.
- Low consumption electronic board protected from any break-in attempts performed with electrical shocks.
- Audio-visual warning of low batteries.

Power supply

- 4 x 1,5V AA LR6 alkaline batteries (already included). Thanks to the electronic board high engineering level it is possible to make more than 10,000 operations with 1 set of 4 alkaline batteries. Special long life batteries can be used, thus increasing even more the autonomy of the safe.
- Optional power supply from the electrical mains.

Environmental conditions

- Working temperature ..... 0 / +45 °C
- Relative humidity (with no dew) ..... 0 / 90 %RH

Optional

- Activating kit for renting option.
- 220 Volts converter for power supply option.
- Recharging kit for laptops and mobile phones.

2 INSTALLATION

The safe must be installed by qualified personnel only. In order to make your safe work properly, please follow carefully the following instructions.

Maxi 4870 and Midi 4840 safes could be wall-mounted using dowels or could be installed on a plane surface (for instance inside a piece of furniture – suggested installation) using fixing bracket and bolts (see Fig. 2 next page) or using screws for wood (if the thickness of the piece of furniture is depth enough). Fixing elements (dowels, bracket, bolts) are not included.

For the installation of the safe, choose an adequate place with the following characteristics.

Installation surface

It should be a regular and plane surface. Do not install the safe on a slanting or unstable position like tripods, shelves or tables.

Temperature

Above 0°C and below 45°C. Do not install the safe near heat sources such as radiators, stoves, etc.

Humidity

Relative humidity without dew below 90%RH. Do not install the safe near basins, wash-basins, etc. Absolutely avoid pouring liquids on the safe.
If the relative humidity of the room where the safe is installed was too high (for instance after the starting up of the heating system, when the room was previously cold), moisture condensation should appear inside the safe and the safe might not work properly. In such cases, do not use the safe for some hours, then try again.

2.1 Installation inside a piece of furniture (suggested)

Maxi 4870 and Midi 4840 safes are equipped with 4 fixing holes: 2 holes on the base and 2 holes on the back.

For the installation it is necessary:

- on the wall of the piece of furniture where the safe will be mounted, make 2 holes of 10 mm diameter corresponding to the holes on the base or on the back of the safe;
- fix the safe using M8 screws (suggested) of adequate length to the thickness of the piece of furniture and of the fixing bracket cod. 4565.0469.

Note. We suggest to insert 3 – 4 mm thickness washers between the safe and the fixing surface in order to reduce the deformation of the safe.

After having fixed the safe, make sure the levelness tolerance is ±5° maximum in order to avoid malfunctioning of the safe. It also necessary to verify that the door controlled opening and the closing work properly.

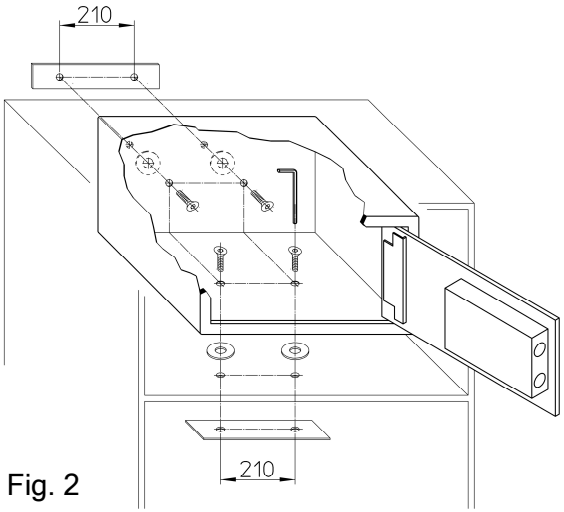

Fig. 2

3 FIRST USE OF THE SAFE

3.1 Insert / Replace batteries

1. Open the door and unscrew with a star head screwdriver the battery case locking screw situated on the bottom left hand corner of the door back cover (see 1 on Fig. 3).
2. With the screwdriver bit, unthread battery case situated into the door back cover bottom left hand hole. During this operation, be careful not to damage the battery case (see 2 on Fig. 3).
3. Remove batteries (in case of replacement).
4. Insert new batteries **paying attention to the polarity indicated on the battery case**.
5. To check whether the safe works, press any key: the green LED ***OK*** (see Fig. 4 page 8) should blink slightly.
6. Insert battery case into the door back cover bottom left hand hole and screw its locking screw.

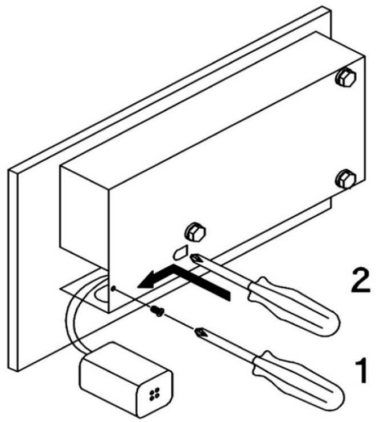

Fig. 3

WARNING !!

DO NOT SCATTER FLAT BATTERIES IN THE ENVIRONMENT ! DEPOSIT THEM IN CONTAINERS PROVIDED FOR THE PURPOSE.

Use only AA LR6 1.5V alkaline batteries. The 4 batteries of the safe should be replaced at once. We also suggest to check battery charge level before each seasonal closing (that is to say for longer periods than three months).

When the batteries are almost flat, after any press of the key ENTER the red LED *BATTERY* will blink (see Fig. 4 page 8): replace then batteries.

After the first flat battery signal, it would still be possible to make more than 200 operations before the electronics stops working. Exceeded such limit, and for a certain period only, the safe will permit a unique last opening after which the door will remain open. When battery charge level becomes too low to activate the internal mechanism, the safe could be opened with the mechanical emergency key only.

Note. Electronic board memory is non-volatile, that is to say that stored codes are not erased if batteries are removed/replaced.

3.2 Keypad and colored LEDs

On the keypad appear standard digits (from 0 to 9) and 2 special keys: **COMB** and **ENTER**.

The **COMB** key is used to cancel the last inserted digit or to change the codes of the safe while the **ENTER** key is used to confirm the just inserted combination.

The colored LEDs are four: two green (***OK*** and ***NEW CODE***) and two red (***ERROR*** and ***BATTERY***).

The ***OK*** LED lights up:
- after pressing a key to confirm the inserted digit;
- when a new code is inserted to confirm the code itself.

The ***NEW CODE*** LED lights up:
- when a new code is being inserted.

The ***BATTERY*** LED lights up:
- when the batteries are almost flat and it is necessary to replace them.

The ***ERROR*** LED lights up:
- in case of a generic error; for instance, when a wrong code is inserted to open the door or in case a new inserted Guest Code is not valid (because, for example, the code is less than 3 digits).

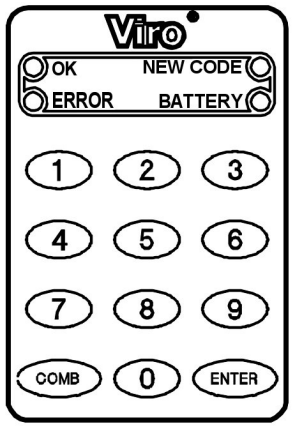

Fig. 4

4 FUNCTIONS FOR THE HOTEL-OWNER

4.1 The Master Codes

Maxi 4870 and Midi 4840 electronic safes have 3 Master Codes (also known as directional codes or passe-partout codes): one is the **PRINCIPAL** and the remaining two are the **SECONDARY**. The Master Codes allow to open the safe and can be used in some particular events, for instance when a guest forgets its Guest Code or when the guest leaves the safe closed at the end of his stay.

Note. The hotel-owner has to insert his PRINCIPAL Master Code when installing the safe or anyhow before the guest uses the safe.

4.2 How to insert the PRINCIPAL Master Code (min. 3 - max. 8 digits)

1. **When the door is open** press the key **ENTER**.
2. Digit the old PRINCIPAL Master Code (**default: 002**).
3. Press again the key **ENTER**: the green ***OK*** and ***NEW CODE*** LEDs will light up at the same time.
4. Press the key **COMB**: only the green ***NEW CODE*** LED remains lit.
5. Digit a personal code composed of min. 3 – max. 8 digits within 10 seconds (note: if no code has been inserted within 10 seconds, restart from point 1). In case of error, it is possible to cancel the last inserted digit by pressing the key **COMB.**
6. Press the key **ENTER**. A sound confirmation will confirm that the code has been stored. **Pay attention not to forget the new code: its restoration requires Viro after-sales service. Viro is not responsible for any inconvenience caused by an erroneous code setting or if the code is forgotten.**

How to insert the PRINCIPAL Master Code

ENTER	*Old Master Code*	ENTER
COMB	*New Master Code*	ENTER

4.3 SECONDARY Master Codes

Each time a new PRINCIPAL Master Code is stored, the two SECONDARY Master Codes change this way:

- the 1st SECONDARY Master Code is composed of PRINCIPAL Master Code digits with the addition of the digit '2' at the end (thus the default code is 0022);

- the 2nd SECONDARY Master Code is composed PRINCIPAL Master Code digits with the addition of the digit '3' at the end (thus the default code is 0023).

Example: the PRINCIPAL Master Code is set to 045, then the 1st SECONDARY Master Code becomes 0452 and the 2nd one becomes 0453.

The SECONDARY Master Codes can be changed one by one, therefore getting a different value from the one generated by the a.m. rule (example: if the PRINCIPAL Master Code is 045, the 1st SECONDARY Master Code could be changed to 12389).

However it is useful to remember that changing the PRINCIPAL Master Code will modify the SECONDARY Master Codes as explained above.

4.4 How to insert a SECONDARY Master Code (min. 3 - max. 8 digits)

1. **When the door is open** press the key **ENTER**.
2. Digit the old SECONDARY Master Code (**default: 0022 for the 1st and 0023 for the 2nd SECONDARY Master Code**).
3. Press again the key **ENTER**: the green ***OK*** and ***NEW CODE*** LEDs will light up at the same time.
4. Press the key **COMB**: only the green ***NEW CODE*** LED remains lit.
5. Digit a personal code composed of min. 3 – max. 8 digits within 10 seconds (note: if no code has been inserted within 10 seconds, restart from point 1). In case of error, it is possible to cancel the last inserted digit by pressing the key **COMB**.
6. Press the key **ENTER**. A sound confirmation will confirm that the code has been stored.

How to insert the SECONDARY Master Code

ENTER	***Old Master Code***	**ENTER**
COMB	***New Master Code***	**ENTER**

4.5 Opening with a Master Code (PRINCIPAL or SECONDARY)

1. Press the key **ENTER**.
2. Digit the PRINCIPAL or SECONDARY Master Code.
3. Press the key **ENTER** twice and wait for the door opening.

Opening with a Master Code

ENTER	***Master Code***	**ENTER**	**ENTER**

<u>Note.</u> After the opening with a Master Code, the Guest Code is automatically restored to the 007 default value and the green *OK* LED lights up each time a key is pressed. This way the safe opening without the use of the Guest Code is underlined.

5 FUNCTIONS FOR THE GUEST

5.1 Instruction for the Guest

The instructions for the guest are printed on the oval sticker on the door (in italian and english) and on plastified instruction sheet inside the safe (in different languages). We suggest to leave the instruction sheet near the safe.

5.2 How to insert the Guest Code (min. 3 - max. 8 digits)

In order to open or close the safe, it is necessary to insert a code of min. 3 – max. 8 digits: this code is called Guest Code.

Insert a Guest Code by following these steps:

1. **When the door is open** keep pressing the key **COMB** until the green ***NEW CODE*** LED will light up.
2. Digit a personal code composed of min. 3 – max. 8 digits within 10 seconds.
   - In case of error, it is possible to cancel the last inserted digit by pressing the key **COMB**.
   - If no code is inserted within 10 seconds, restart from point 1.
3. Press the key **ENTER**. A sound confirmation will confirm that the code has been stored.

How to insert a Guest Code

COMB	***New Guest Code***	**ENTER**

5.3 How to open the safe

1. Digit the Guest Code.
2. Press the key **ENTER** and wait for the door opening.

Opening

Guest Code	ENTER

5.4 How to close the safe

1. Close the door manually.
2. While keeping the door closed, digit the Guest Code, press the key **ENTER** and wait until the green ***OK*** LED lights off (this indicates the closing of the door).

Closing

Guest Code	ENTER	**Keep the door close until the *OK* LED lights off.**

5.5 Electronic anti-theft block

Maxi 4870 and Midi 4840 safes are equipped with an electronic anti-theft block of 15 minutes after 6 consecutive wrong codes are entered: during the block the green ***OK*** LED will blink and it will be possible to open the door with the mechanical emergency key only.

6 EMERGENCY MECHANICAL KEY

Maxi 4870 and Midi 4840 safes are supplied with an emergency mechanical key with a special profile disc safety cylinder.

With the emergency mechanical key it is always possible to open the safe, even if the electronic board is damaged, in case of missing power supply (flat batteries) or when the stored code has been forgotten.

However, we suggest you to limit the use of the emergency mechanical key and to allow its use to security staff only.

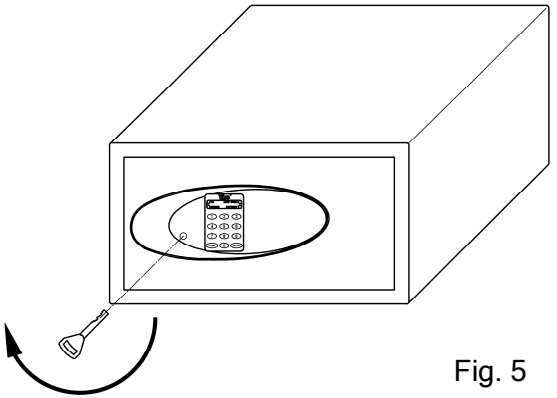

Fig. 5

6.1 How to open with the emergency mechanical key

In order to open the safe with the emergency mechanical key it is necessary:

1. Remove the plastic top situated on the door in order to access to the hole for the key insertion (see Fig. 5).
2. Insert the key and turn it clockwise until the full retraction of the dead bolts. Open the door pulling the key: the red ***ERROR*** LED will light up confirming the emergency opening.
3. When the door is open, turn the key counter-clockwise and take it out.
4. Insert the plastic top on the hole for the key insertion.

The lighting off of the ***ERROR*** LED will indicate the end of the emergency opening.

<u>Note.</u> After the opening with the mechanical emergency key, the Guest Code is automatically changed to the 007 default value and, moreover, the green *OK* LED will lights up each time a key is pressed. This way the safe opening without the use of the Guest Code is underlined.

6.2 Emergency key duplication (only for Hotel versions with KA key)

Special profile keys duplication can be done at Viro S.p.A. factory upon special request proving the right title to receive the copy of the key.

7 OPTIONALS

7.1 Renting mode

(only for special execution order)

It is possible to require, as a special execution, Maxi 4870 or Midi 4840 safes to be arranged for the renting mode.

In this mode the safe functions are blocked and could be enabled only by the insertion of a specific jack onto the relevant plug placed on the door back cover.

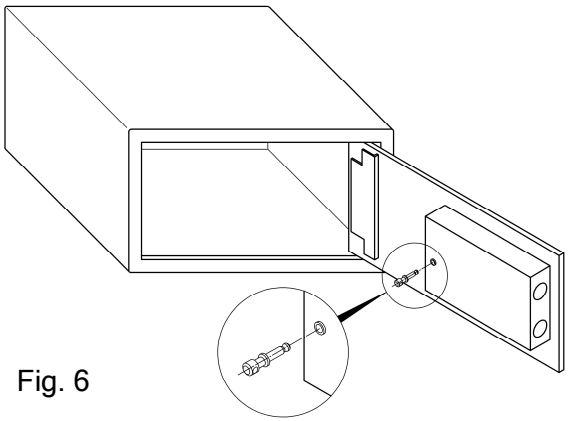

Fig. 6

7.2 Power supply from the electrical mains

(cod. 4295.0850)

This set allows the use of the external power supply from electrical mains instead of the standard one supplied by batteries.

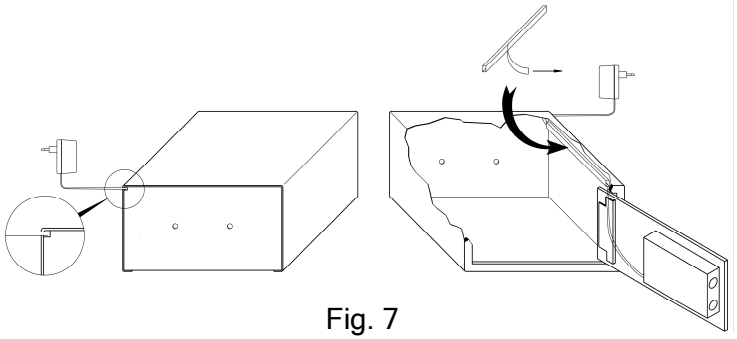

Fig. 7

7.3 Internal plug for laptops and mobile phones recharge

(only for special execution order)

It is possible to require, as a special execution, the insertion of one electrical plug inside Maxi 4870 or Midi 4840 safes in order to recharge laptops or mobile phones.

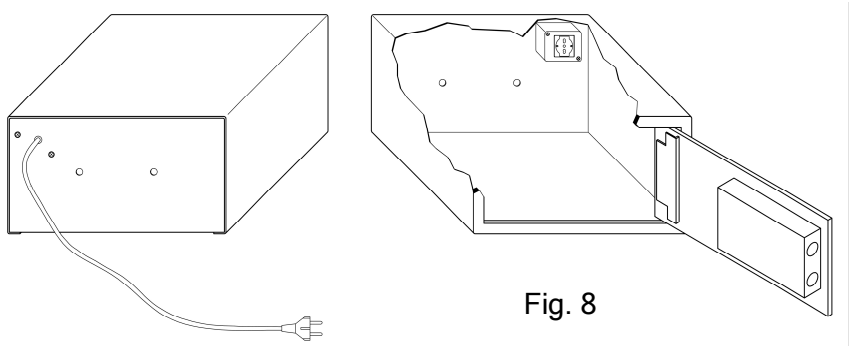

Fig. 8

ELECTRONIC SAFES
FOR HOTEL

Maxi 4870 and Midi 4840

Installation and User Manual

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